



MEMORANDUM

April 07, 2023

ESS 23-10 | Via Email

TO: Chief Instruction Officers

FROM: Raul Arambula
Dean, Educational Services and Support Division

RE: Survey of Prerequisites/Corequisites Implemented during the 2022-23 Academic Year

This is a notification for the submission to the Chancellor's Office, the 2022-23 required California Code of Regulations (CCR) title 5 survey of colleges related to prerequisites/corequisites that were implemented in the 2022-23 academic year. The specific title 5 section is cited below:

As stated in section **55003(i) of title 5**, "...each year districts choosing to establish prerequisites, corequisites or advisories shall submit to the Chancellor's Office in the manner specified by the Chancellor the prerequisites and corequisites that were established during the prior academic year. Districts shall also specify the level of scrutiny, i.e., content review as defined in subdivision (c) of section 55000 or content review with statistical validation as defined in subdivision (e) of this section, used to determine whether the prerequisite or corequisite was necessary and appropriate for achieving the purpose for which it was established."

The Chancellor's Office will again be using an online process (Alchemer) to collect the data. If you do not have any requisites to report, you still need to complete questions one, two and three. For each requisite established in 2022-23, you will need to provide the following information:

- Course Title: Enter the course title as used in the Curriculum Inventory (CB02).
- Course Control Number: Enter the Course Control Number as assigned for the course by the Curriculum Inventory (CB00)
- Type of Requisite: indicate type of requisite applied to the course.
- Requisite Description: provide description of how the requisite functions.
- Level of Scrutiny: provide the level of scrutiny used to establish the requisite.
- Requisite Course Title: Enter the course title for the requisite course as used in the Curriculum Inventory (CB02).
- Requisite Course Control Number: Enter the Course Control Number as assigned for the requisite course by the Curriculum Inventory (CB00).

Question #4 of the survey will prompt you to upload your report with the above information. An excel template has been provided that must be uploaded into your survey.

- Link to excel template : [2022-23 Pre and Corequisite Report template.xls](#)
- The file should be saved as: College Name_2022.23 Requisite Report

2022-23 Prerequisite/Corequisite Survey

The survey is tied to your email; however, you can forward it to a staff person who can complete the submission on your behalf. If you do forward the survey, please be advised that only one person can be in the survey at the same time. The survey has a "Save and Continue" button that is located at the top of the survey.

To start the survey, [please click here](#).

Resources

More information regarding requisites can be accessed by downloading a PDF copy of the [Guidelines for Title 5 Regulations Section 55003](#).

Requested Action/Timeline

The survey needs to be completed by 5:00 pm on Wednesday, July 1, 2023. Questions regarding this report should be directed to Prerequisites Corequisites and Advisories Program PCAP@CCCCO.edu.

cc: Aisha Lowe, Vice Chancellor, Educational Services and Support
Rosa Estrada, Community College Specialist, Educational Services and Support